

The Corporation of the Town O Latchford

By-Law No. 2020-012

Being a By-law to adopt a COVID-19 Pandemic Work Policy for the Town Of Latchford

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a Town shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the Towns ability to respond to municipal issues; and

Whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a Town has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas the Government of Ontario declared a state of emergency on March 17, 2020 under s 7.0.1 (1) the Emergency Management and Civil Protection Act. In doing so, Ontario is using every power possible to continue to protect the health and safety of all individuals and families; and

Whereas the Employer and employees have a mutual desire to support the goals and direction of the Provincial Chief Medical Officer of Health to minimize the impact of the COVID-19 virus in our workplaces and the community, and

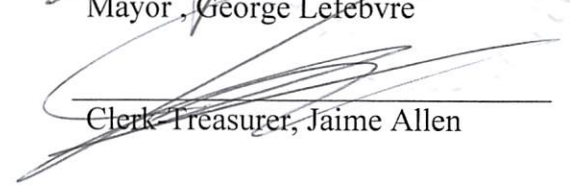
Now Therefore the Council of the Corporation of the Town of Latchford enacts as follows:

1. That the Corporation of the Township of Latchford hereby adopts a COVID-19 Pandemic Work Policy as contained in Schedule A to this by-law.
2. That this By-law is in temporary response to the COVID-19 virus public health concerns, and that further provisions or measures may be required to renegotiate or cancel the COVID-19 Pandemic Work Policy, and the Town reserves such right.
3. That difference in the application, implementation or interpretation of the COVID-19 Pandemic Work Policy shall be clarified and resolved by resolution of Council.
4. That this By-law shall come into full force and effect upon final passage.
5. This policy shall remain in effect until the 31st day of May, 2020 and may be further extended by resolution of Council.

Read a first and second time and third time and finally passed this 9th day of April, 2020.



Mayor, George Lefebvre



Clerk-Treasurer, Jaime Allen

Schedule A to

By-law No.: 2020-2012

Being a By-law to adopt COVID-19 Pandemic Work Policy for the Town Of Latchford

Town Of Latchford
COVID-19 Pandemic Work Policy

Department:	All Municipal Staff	Effective Date:	April 9 th -2020
Authority:	By-Law No. 2020-012	Revised Date:	

1. Definitions:

- 1.2 **Self-isolation** is a requirement for an employee to remain at home, away from others and the workplace, for an extended period of time, in that they are experiencing symptoms of a suspected or confirmed COVID-19 (Coronavirus) infection.
- 1.2.2 **Self-isolation** may also include those who have existing health issues that put them at risk to exposure. These employees may wish to self-isolate as a preventative measure.
- 1.3 **Self-quarantine** is a requirement for an employee to remain at home, away from others and the workplace, after possible exposure to COVID-19 (Coronavirus). Self-quarantine includes a government or medical order to be quarantined.
- 1.4 **Tele-commute** is to work from home making use of a computer, the internet, e-mail, telephone or other means established in a work plan.
- 1.5 **Essential Services** are the services and functions that are deemed necessary, during a pandemic, to maintain the health and welfare of the municipality.

2. Application of this Policy

- 2.1 This policy applies to Permanent, Full-Time Employees.
- 2.2 Essential Services within the Town of Latchford have been declared as follows:
- a) Emergency Fire Response
 - b) Water Treatment & Distribution
 - c) Garbage Collection
 - d) Road Maintenance within Minimum Maintenance Standards
 - e) Financial Administration - Tax Collection, Banking, Accounts Payable, Payroll
 - f) Administration – Governance, Human Resources.

3 Duties

- 3.1 Every Employer has a general duty of care towards its employees, and to take reasonable measures to protect its employees. During the COVID-19 Pandemic, reasonable measures will include the following:

3.1.1 Requirement of Employees:

- i. All employees shall follow the safe work practices implemented by the Employer.
- ii. Employees experiencing symptoms such as cough, fever, difficulty breathing, or are in Self-isolation or Self-quarantine should not report to work.
- iii. All employees must immediately notify the Employer if either:
 - a) they have been in close contact with a confirmed or probable case of COVID-19; or
 - b) they have travelled outside of Canada during a travel advisory issued by the Government of Canada, and when a pandemic alert is declared by the World Health Organization (WHO).
- iv. Employees shall follow the Public Health Agency of Canada criteria for Self-isolation and Self-quarantine for COVID-19.
- v. Employees may be subject to modified and/or alternate work plans outside their normal duties, based on the employee's skill and ability, where appropriate.
- vi. Employees may be subject to modified and/or rotating shifts to preserve staff, where appropriate.

5.2.2 Requirement of Supervisors:

- i. Implement safe work practices in accordance with the Public Health Directives of COVID-19.
- ii. Communication with employees; i.e. employees have a right to know if they are working in a workplace that was exposed to COVID-19, and what measures are being taken to protect them from exposure.
- iii. Ensure staffing is appropriate to support Essential Services, and accommodate modified/alternate work plans, where appropriate.

5.2.3 Requirements of Employer:

- i. Ensure implementation of safe work practices in accordance with the Public Health Directives of COVID-19.
- ii. Communication; i.e. employees have a right to know if they are working in a workplace that was exposed to COVID-19, and what measures are being taken to protect them from exposure.
- iii. Provide job and wage protection for employees unable to work for the following reasons, subject to the completion of the Employee Declaration COVID-19 Accommodation Request form, attached hereto as Appendix A:
 - a) The employee is under medical investigation, supervision or treatment for COVID-19.

- b) The employee is acting in accordance with an order under the *Health Protection and Promotion Act*.
- c) The employee is in Self-isolation or Self-quarantine in accordance with public health information or direction.
- d) The employee needs to provide care to a person for a reason related to COVID-19, either for child care responsibilities or for care giver responsibilities.

4 Procedures& Compensation

- 4.1 Where feasible, employees subject to Self-isolation, Self-quarantine, or deemed non-essential may temporarily tele-commute (if available), thereby performing their duties at home for the duration of the order, should the Employer deem necessary or appropriate.
- 4.2 All Full-Time Employees will receive their regular or typical wages for the duration of the order. Regular or typical wages will be determined on the following basis:
 - i. Wage protection for Full-Time Employees will be calculated based on their Normal Hours of Work.
- 4.3 Full-Time Employees, subject to Employer directed modified or alternate work plans/ shifts, will receive their regular or typical wages for the duration of the order, in accordance with Paragraph 4.2.
- 4.4 Any Full-Time employee subject to Self-isolation or Self-quarantine will experience no reduction of any sick leave credits for the duration of the order.
- 4.5 If Full-Time Employees are negatively affected by the closure of a Municipal building, facility or program, regular or typical weekly wages will be maintained for the duration of the closure. Regular or typical weekly wages will be calculated as set out in Paragraph 4.2.
- 4.6 Full-Time employees who notify their supervisor that they must be absent themselves from work to care for a family member who has a confirmed case of COVID-19, will be placed on a leave of absence without loss of pay in accordance with Paragraph 4.2.
- 4.7 Full-Time Employees who notify their supervisor that they must absent themselves from work to arrange for the provision of childcare will be placed on a leave of absence, without loss of pay in accordance with Paragraph 4.2.
- 4.8 To the extent possible, where government wage protection benefits are provided to assist with COVID-19 public health efforts, the Employer will work to ensure such benefits are utilized by employees and integrated with the provisions of this policy to provide or partially provide for leave and wage protection provisions set out in Paragraph 4.2.

Town Of Latchford
COVID-19 Pandemic Work Policy

Employee Declaration
COVID-19 Accommodation Request

In accordance with the COVID-19 Pandemic Work Policy By-law No. 2020-012, employees with health-related concerns, child care needs or caregiver responsibilities can be granted wage protection during this period of time.

I, _____, request wage protection for the following reason:

- ☐ I have health related concerns and will be self-isolating.
- ☐ I have child care responsibilities.
- ☐ I have caregiver responsibilities.

I acknowledge that self-isolation is intended to minimize or eliminate all contact with others. Abuse of this time and wage protection will not be tolerated and could result in disciplinary action.

Employee:

Date:

Approved by:

Date: